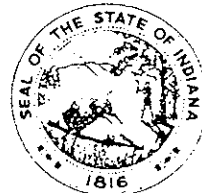


State of Indiana Commission for Higher Education



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Clyde R. Ingle, Ph.D., Commissioner

MEMORANDUM

To: Richard Clokey
David Ford
Kenneth Gros Louis
William Kramer
Robert Reid
Robert Ringel
Warren Vander Hill

From: KS Ken Sauer

Date: September 14, 1992

Subject: Abbreviated Proposals for Off-Campus Programs

A question arose recently with respect to abbreviated proposals for offering an existing program at a new off-campus site via on-site faculty, a topic which was discussed at the April 24, 1991 meeting of the academic officers. I wish to clarify that in the interest of reducing the amount of documentation required for off-campus programs, abbreviated proposals may be submitted to the Commission. More specifically, as was discussed at the meeting last year, a proposal to offer an existing degree program off-campus may be submitted containing the following sections of the current version of the Guidelines, Policies, and Procedures for Developing New Academic Program Proposals, which was approved by the Commission on January 12, 1990:

<u>Section Designation</u>	<u>Section Heading</u>
A	Title Page and Abstract
B. 2. c.	Student Clientele
B. 5. b.	Faculty Needed
B. 6. b.	Learning Resources Needed
B. 7. b.	Collaborative Arrangements
C. 2.	Student Demand
C. 3.	Transferability
C. 5.	Employer Demand

- | | |
|-------|--|
| E. 1. | Table 1 (Enrollment and Completion Data) |
| E. 2. | Tables 2A and 2B (Cost and Revenue Data) |
| E. 3. | Table 3 (New Program Proposal Summary) |

In my estimation, the information listed above constitutes less than one-half of the documentation normally required for a new program. Naturally, as with any new program request, the Commission may wish to analyze additional information after the proposal has been received.

Please let me know if you have any questions about proposals for off-campus programs.

As indicated in a previous communication, the next meeting of the academic officers has been scheduled for Wednesday, October 14, 1992, 10:00 A.M. - 12:30 P.M. in the Commission's conference room. I welcome any suggestions from you regarding topics you would like to discuss at that meeting.

/rp